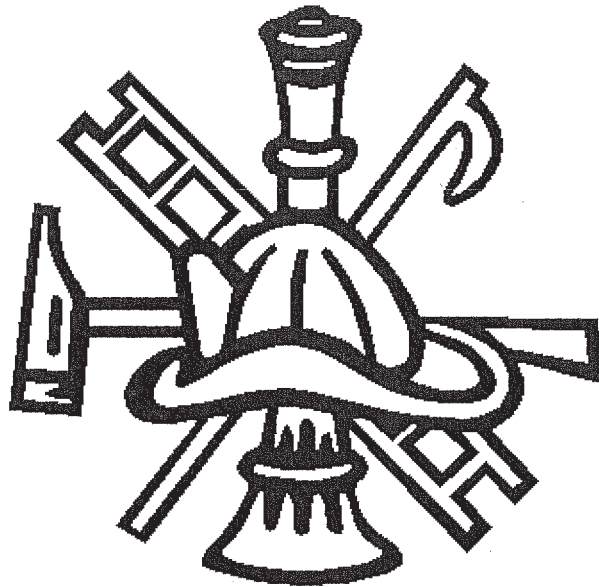


# **FIRE INSPECTOR II**



## **PRACTICAL SKILL SHEETS**

**INDIANA HOMELAND SECURITY  
TRAINING INSTITUTE**

**STATE OF INDIANA PERFORMANCE EVALUATION  
JOB PERFORMANCE REQUIREMENT SKILL STATIONS  
FIRE INSPECTOR II**

**GENERAL:**

NFPA Standard 1031 (2003 edition), Chapter 5

5.1\*: The Fire Inspector II shall meet the job performance requirements defined in Chapter 4 and Sections 5.2 through 5.4.

5.2\*: This duty involves conducting research, interpretation of codes, implementing policy, testifying at legal proceedings, and creating forms and job aids, according to the following job performance requirements.

**ADMINISTRATION:**

**Skill Test 1** NFPA Standard 1031 (2003 edition), Chapter 5

5.2.1: Process a permit application, given a specific request, so that the application is evaluated and a permit is issued or denied in accordance with the applicable codes, standards, policies, and procedures of the jurisdiction.

**Skill Test 2** NFPA Standard 1031 (2003 edition), Chapter 5

5.2.2: Process a plan review application, given a specific request, so that the application is evaluated and processed in accordance with the applicable policies and procedures of the jurisdiction.

**Skill Test 3** NFPA Standard 1031 (2003 edition), Chapter 5

5.2.3\*: Investigate complex complaints, given a reported situation or condition, so that complaint information is recorded, the investigation process is initiated, and the complaint is resolved.

**Skill Test 4** NFPA Standard 1031 (2003 edition), Chapter 5

5.2.4\*: Recommend modifications to codes and standards of the jurisdiction, given a fire safety issue, so that the proposed codes and standards are correctly written and address the problem, need, or deficiency.

**Skill Test 5** NFPA Standard 1031 (2003 edition), Chapter 5

5.2.5\*: Recommend policies and procedures for the delivery of inspection services, given management objectives, so that the inspections are conducted in accordance with the policies of the jurisdiction and due process of the law is followed.

**FIELD INSPECTION**

NFPA Standard 1031 (2003 edition), Chapter 5

5.3: This duty involves code enforcement inspections and analyses of new and existing structures and properties for construction, occupancy, fire protection, and exposures, according to the following job requirements.

**Skill Test 1** NFPA Standard 1031 (2003 edition), Chapter 5

5.3.1: Compute the maximum allowable occupant load of a multi-use building, given field observations or a description of its uses, so that the maximum allowable occupant load calculation is in accordance with applicable codes and standards.

**Skill Test 2** NFPA Standard 1031 (2003 edition), Chapter 5

5.3.2: Identify the occupancy classification of a mixed-use building, given a description of the uses, so that each area is classified in accordance with applicable codes and standards.

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- Skill Test 3**     NFPA Standard 1031 (2003 edition), Chapter 5  
5.3.3: Determine the building's area, height, occupancy classification, and construction type, given an approved plan, a description of the building, or observations of construction features, so that they are in accordance with the applicable codes and standards.
- Skill Test 4**     NFPA Standard 1031 (2003 edition), Chapter 5  
5.3.4\*: Evaluate fire protection systems and equipment provided for the protection of life safety, a building, or a facility, given field observations of the facility and documentation, the hazards protected, and the system specifications, so that the fire protection systems provided are approved for the occupancy or hazard being protected. Evaluate installation for compliance with applicable codes and standards so that deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.
- Skill Test 5**     NFPA Standard 1031 (2003 edition), Chapter 5  
5.3.5: Analyze the egress elements of a building or portion of a building, given observations made during a field inspection, so that means of egress elements are provided and located in accordance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.
- Skill Test 6**     NFPA Standard 1031 (2003 edition), Chapter 5  
5.3.6\*: Evaluate hazardous conditions involving equipment, processes, and operations, given field observations and documentation, so that the equipment, processes, or operations are installed in accordance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.
- Skill Test 7**     NFPA Standard 1031 (2003 edition), Chapter 5  
5.3.7: Evaluate emergency planning and preparedness procedures, given copies of existing or proposed plans and procedures, to determine their applicability to the facility and their compliance with codes and standards.
- Skill Test 8**     NFPA Standard 1031 (2003 edition), Chapter 5  
5.3.8: Verify code compliance for storage, handling, and use of flammable and combustible liquids and gases, given field observations and inspection guidelines from the authority having jurisdiction, so that applicable codes and standards are addressed and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.
- Skill Test 9**     NFPA Standard 1031 (2003 edition), Chapter 5  
5.3.9: Evaluate code compliance for the storage, handling, and use of hazardous materials, given field observations, so that applicable codes and standards for each hazardous material encountered are properly addressed and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.
- Skill Test 10**    NFPA Standard 1031 (2003 edition), Chapter 5  
5.3.10\*: Determine fire growth potential in a building or space, given field observations or plans, so that the contents, interior finish, and construction elements can be evaluated for compliance with applicable codes and standards and all deficiencies are identified, documented, and corrected in accordance with the policies of the jurisdiction.
- Skill Test 11**    NFPA Standard 1031 (2003 edition), Chapter 5  
5.3.11\*: Inspect emergency access for a site, given field observations, so that the required access for emergency responders is provided, approvals are issued, or deficiencies are identified, documented, and corrected in accordance with the applicable codes, standards, and policies of the jurisdiction.
- Skill Test 12**    NFPA Standard 1031 (2003 edition), Chapter 5  
5.3.12: Verify compliance with construction documents, given a performance-based design, so that life safety systems and building services equipment are installed, inspected, and tested to perform as described in the engineering documents and the operations and maintenance manual that accompanies the design, so that all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

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**PLANS REVIEW**

NFPA Standard 1031 (2003 edition), Chapter 5

**5.4:** This duty involves field verification of shop drawings, plans, and construction documents to ensure that they meet the intent of applicable codes and standards for fire and life safety, according to the following job performance requirements.

**Skill Test 1** NFPA Standard 1031 (2003 edition), Chapter 5

**5.4.1\*:** Classify the occupancy type, given a set of plans, specifications, and a description of a building, so that the classification is made according to applicable codes and standards.

**Skill Test 2** NFPA Standard 1031 (2003 edition), Chapter 5

**5.4.2:** Compute the maximum allowable occupant load, given a floor plan of a building or portion of the building, so that the calculated occupant load is in accordance with applicable codes and standards.

**Skill Test 3** NFPA Standard 1031 (2003 edition), Chapter 5

**5.4.3:** Review the proposed installation of fire protection systems, given shop drawings and system specifications for a process or operation, so that the system is reviewed for code compliance and installed in accordance with the approved drawings, and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

**Skill Test 4** NFPA Standard 1031 (2003 edition), Chapter 5

**5.4.4:** Verify that means of egress elements are provided, given a floor plan of a building or portion of a building, so that all elements are identified and checked against applicable codes and standards and any deficiencies are discovered and communicated in accordance with the policies of the jurisdiction.

**Skill Test 5** NFPA Standard 1031 (2003 edition), Chapter 5

**5.4.5:** Verify the construction type of a building or portion thereof, given a set of approved plans and specifications, so that the construction type complies with the approved plans and applicable codes and standards.

The following candidate has successfully passed all required skill stations for the Fire Inspector II Performance Evaluation:

**CANDIDATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**EVALUATOR:** \_\_\_\_\_

**LEAD EVALUATOR:** \_\_\_\_\_

**FIRE INSPECTOR II**

**DATE:** \_\_\_\_\_

**SKILL TEST 1: ADMINISTRATION**

**STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION**

**PERSONNEL CLASSIFICATION:** Fire Inspector II.

**OBJECTIVE:** NFPA Standard 1031 (2003 edition), Chapter 5

**5.2.1:** Process a permit application, given a specific request, so that the application is evaluated and a permit is issued or denied in accordance with the applicable codes, standards, policies, and procedures of the jurisdiction.

**TASK:** Given a permit application for a specific request for an aerial fireworks display, process the application. Issue a permit or deny the permit based upon applicable codes, standards, policies, and procedures.

**TOOLS/EQUIPMENT:** Permit Application for an aerial fireworks display. Pen/pencil. Applicable codes and standards. Policies and procedures of the authority having jurisdiction. Computer/word processor with printer if available. Requirements for issuing permits.

**ATTAINMENT STANDARD:** Candidate will accomplish all components of the objective within the time frame provided by the Instructor.

<b>DID THE CANDIDATE:</b>	<b>PASS</b>	<b>FAIL</b>
1. Process a permit application with a specific request.		
2. Evaluate permit application in accordance with applicable codes and standards.		
3. Evaluate permit application in accordance with policies and procedures of the jurisdiction.		
4. Issue or deny permit based upon codes, standards, policies, and procedures.		
5. Advise party in writing of approval or denial of permit.		
6. Provide justification of decision in written communication.		

**RECOMMENDED AREAS FOR FURTHER TRAINING**


**CANDIDATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**EVALUATOR:** \_\_\_\_\_

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**FIRE INSPECTOR II**

**DATE:** \_\_\_\_\_

**SKILL TEST 2: ADMINISTRATION**

**STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION**

**PERSONNEL CLASSIFICATION:** Fire Inspector II.

**OBJECTIVE:** NFPA Standard 1031 (2003 edition), Chapter 5

**5.2.2:** Process a plan review application, given a specific request, so that the application is evaluated and processed in accordance with the applicable policies and procedures of the jurisdiction.

**TASK:** Given a plan review application with a specific request, process the application according to the applicable policies and procedures of the jurisdiction.

**TOOLS/EQUIPMENT:** Plan review application. Pen/pencil. Policies of the authority having jurisdiction regarding plan review. Computer/word processor with printer if available.

**ATTAINMENT STANDARD:** Candidate will accomplish all components of the objective within the time frame provided by the Instructor.

<b>DID THE CANDIDATE:</b>	<b>PASS</b>	<b>FAIL</b>
1. Receive a plan review application.		
2. Evaluate the plan review application.		
3. Process plan review application according to applicable policies and procedures of the jurisdiction.		

**RECOMMENDED AREAS FOR FURTHER TRAINING**

**CANDIDATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**EVALUATOR:** \_\_\_\_\_

**FIRE INSPECTOR II**

**DATE:** \_\_\_\_\_

**SKILL TEST 3: ADMINISTRATION**

**STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION**

**PERSONNEL CLASSIFICATION:** Fire Inspector II.

**OBJECTIVE:** NFPA Standard 1031 (2003 edition), Chapter 5

5.2.3\*: Investigate complex complaints, given a reported situation or condition, so that complaint information is recorded, the investigation process is initiated, and the complaint is resolved.

**TASK:** Having been informed of a common fire safety complaint (*condition or situation*), Candidate will record the information, initiate complaint response process, and resolve the complaint.

**TOOLS/EQUIPMENT:** Scenario or actual situation where a common fire safety complaint has been made. Policies of the authority having jurisdiction. Computer/word processor with printer or typewriter and official letterhead, if applicable. Pen/pencil and paper. Applicable codes and standards.

**ATTAINMENT STANDARD:** Candidate will accomplish all components of the objective within the time frame provided by the Instructor.

<b>DID THE CANDIDATE:</b>	<b>PASS</b>	<b>FAIL</b>
1. Receive the complaint with attentiveness and concern.		
2. Record the complaint information for future reference.		
3. Confirm or research applicable codes and standards.		
4. Perform an investigation to confirm situation.		
5. Resolve complaint based upon policies, codes, and standards.		
6. Inform complainant in writing of action taken.		

<b>RECOMMENDED AREAS FOR FURTHER TRAINING</b>

**CANDIDATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**EVALUATOR:** \_\_\_\_\_



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**FIRE INSPECTOR II**

**DATE:** \_\_\_\_\_

**SKILL TEST 4: ADMINISTRATION**

**STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION**

**PERSONNEL CLASSIFICATION:** Fire Inspector II.

**OBJECTIVE:** NFPA Standard 1031 (2003 edition), Chapter 5

**5.2.4\*:** Recommend modifications to codes and standards of the jurisdiction, given a fire safety issue, so that the proposed codes and standards are correctly written and address the problem, need, or deficiency.

**TASK:** Make written recommendation to modify existing codes and standards of the jurisdiction. Choose a fire safety issue and make change recommendations that are properly written and address the problem, need, or deficiency.

**TOOLS/EQUIPMENT:** Fire safety issue. Codes and standards of the jurisdiction. Policies of the authority having jurisdiction. Computer/word processor with printer or typewriter and official letterhead, if applicable. Pen/pencil and paper. Applicable codes and standards.

**ATTAINMENT STANDARD:** Candidate will accomplish all components of the objective within the time frame provided by the Instructor.

<b>DID THE CANDIDATE:</b>	<b>PASS</b>	<b>FAIL</b>
1. Address a fire safety issue with existing codes and standards.		
2. Make written recommendation to change code and/or standard.		
3. Properly write changes to code and/or standard.		
4. Make changes that address the problem, need, or deficiency.		

**RECOMMENDED AREAS FOR FURTHER TRAINING**

**CANDIDATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**EVALUATOR:** \_\_\_\_\_



**FIRE INSPECTOR II**

**DATE:** \_\_\_\_\_

**SKILL TEST 5: ADMINISTRATION**

**STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION**

**PERSONNEL CLASSIFICATION:** Fire Inspector II.

**OBJECTIVE:** NFPA Standard 1031 (2003 edition), Chapter 5

**5.2.5\*:** Recommend policies and procedures for the delivery of inspection services, given management objectives, so that the inspections are conducted in accordance with the policies of the jurisdiction and due process of the law is followed.

**TASK:** Use management objectives to make written recommendations for policies and procedures for the delivery of inspection services. Adhere to policies of the jurisdiction and applicable laws.

**TOOLS/EQUIPMENT:** Management objectives for delivery of inspection services. Policies and procedures for delivery of inspection services. Policies of the jurisdiction. Computer/word processor with printer or typewriter and official letterhead, if applicable. Pen/pencil and paper.

**ATTAINMENT STANDARD:** The candidate will complete all elements of the assigned task within the time frame provided by the Instructor.

<b>DID THE CANDIDATE:</b>	<b>PASS</b>	<b>FAIL</b>
1. Use management objectives for inspection delivery services to create recommendations.	<input type="checkbox"/>	<input type="checkbox"/>
2. Make written recommendations for policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>
3. Adhere to policies of the jurisdiction.	<input type="checkbox"/>	<input type="checkbox"/>
4. Adhere to applicable laws.	<input type="checkbox"/>	<input type="checkbox"/>

**RECOMMENDED AREAS FOR FURTHER TRAINING**


**CANDIDATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**EVALUATOR:** \_\_\_\_\_

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**FIRE INSPECTOR II**

**DATE:** \_\_\_\_\_

**SKILL TEST 1: FIELD INSPECTION**

**STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION**

**PERSONNEL CLASSIFICATION:** Fire Inspector II.

**OBJECTIVE:** NFPA Standard 1031 (2003 edition), Chapter 5

**5.3.1:** Compute the maximum allowable occupant load of a multi-use building, given field observations or a description of its uses, so that the maximum allowable occupant load calculation is in accordance with applicable codes and standards.

**TASK:** Use field observations and/or use description to accurately calculate maximum occupant load of a multi-use building in accordance with applicable codes and standards.

**TOOLS/EQUIPMENT:** Field observations or multi-use building description. Calculator or computer with printer, if applicable. Applicable codes and standards.

**ATTAINMENT STANDARD:** The candidate will complete all elements of the assigned task within the time frame provided by the Instructor.

<b>DID THE CANDIDATE:</b>	<b>PASS</b>		<b>FAIL</b>	
1. Calculate maximum occupant load for multi-use building.				
2. Utilize field observations or a description of occupancy.				
3. Use applicable codes and standards to establish occupant load.				
4. Utilize proper occupant load formula(s) for calculation.				

**RECOMMENDED AREAS FOR FURTHER TRAINING**


**CANDIDATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**EVALUATOR:** \_\_\_\_\_

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**FIRE INSPECTOR II**

**DATE:** \_\_\_\_\_

**SKILL TEST 2: FIELD INSPECTION**

**STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION**

**PERSONNEL CLASSIFICATION:** Fire Inspector II.

**OBJECTIVE:** NFPA Standard 1031 (2003 edition), Chapter 5

**5.3.2:** Identify the occupancy classification of a mixed-use building, given a description of the uses, so that each area is classified in accordance with applicable codes and standards.

**TASK:** Use a description of uses for a mixed-use building to classify the occupancy so that each area is properly classified in accordance with applicable codes and standards.

**TOOLS/EQUIPMENT:** Field observations or multi-use building description. Applicable codes and standards. Computer/word processor with printer or typewriter and official letterhead, if applicable. Pen/pencil and paper.

**ATTAINMENT STANDARD:** Candidate will accomplish all components of the objective within the time frame provided by the Instructor.

<b>DID THE CANDIDATE:</b>	<b>PASS</b>	<b>FAIL</b>
1. Identify occupancy classification of a mixed-use occupancy.		
2. Consider use of occupancy in occupancy classification.		
3. Utilize applicable codes and standards in classification.		

**RECOMMENDED AREAS FOR FURTHER TRAINING**

**CANDIDATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**EVALUATOR:** \_\_\_\_\_

Indiana Board of Firefighting Personnel Standards and Education  
NFPA 1031 2003 EDITION

**FIRE INSPECTOR II**

**DATE:** \_\_\_\_\_

**SKILL TEST 3: FIELD INSPECTION**

**STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION**

**PERSONNEL CLASSIFICATION:** Fire Inspector II.

**OBJECTIVE:** NFPA Standard 1031 (2003 edition), Chapter 5

**5.3.3:** Determine the building's area, height, occupancy classification, and construction type, given an approved plan, a description of the building, or observations of construction features, so that they are in accordance with the applicable codes and standards.

**TASK:** Use plan review observations or a detailed building description to properly classify the construction type of the building according to applicable codes and standards.

**TOOLS/EQUIPMENT:** Plan review observations or building description including height, area, occupancy, and construction features. Applicable codes and standards. Computer/word processor with printer or typewriter and official letterhead, if applicable. Pen/pencil and paper.

**ATTAINMENT STANDARD:** Candidate will accomplish all components of the objective within the time frame provided by the Instructor.

<b>DID THE CANDIDATE:</b>	<b>PASS</b>	<b>FAIL</b>
1. Use plan review and observations, or a description, to determine type of construction in a new building.	<input type="checkbox"/>	<input type="checkbox"/>
2. Classify construction type in accordance with applicable codes and standards.	<input type="checkbox"/>	<input type="checkbox"/>

**RECOMMENDED AREAS FOR FURTHER TRAINING**

**CANDIDATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**EVALUATOR:** \_\_\_\_\_

**FIRE INSPECTOR II**

**DATE:** \_\_\_\_\_

**SKILL TEST 4: FIELD INSPECTION**

**STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION**

**PERSONNEL CLASSIFICATION:** Fire Inspector II.

**OBJECTIVE:** NFPA Standard 1031 (2003 edition), Chapter 5

**5.3.4\*:** Evaluate fire protection systems and equipment provided for the protection of life safety, a building, or a facility, given field observations of the facility and documentation, the hazards protected, and the system specifications, so that the fire protection systems provided are approved for the occupancy or hazard being protected. Evaluate installation for compliance with applicable codes and standards so that deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

**TASK:** Use field observations, hazards protected, and system specifications to evaluate whether fire protection systems provided are appropriate for the occupancy or hazard. Determine whether they are installed in compliance with applicable codes and standards. Identify, document, and report deficiencies according to policy.

**TOOLS/EQUIPMENT:** Field observations of a building or facility's fire protection systems and equipment, including documentation, hazards protected, and system specifications. Applicable codes and standards. Policies of the jurisdiction. Computer/word processor with printer or typewriter and official letterhead, if applicable. Pen/pencil and paper.

**ATTAINMENT STANDARD:** Candidate will accomplish all components of the objective within the time frame provided by the Instructor.

<b>DID THE CANDIDATE:</b>	<b>PASS</b>	<b>FAIL</b>
1. Evaluate fire protection systems and equipment of a building or facility.		
3. Use field observations, test documentation, and system specifications to determine whether systems are installed in compliance with applicable codes and standards.		
3. Use field observations, test documentation, and system specifications to determine whether systems are appropriate to the occupancy or hazard protected.		
4. Identify deficiencies according to policies of jurisdiction.		
5. Document deficiencies according to policies of jurisdiction.		
6. Report deficiencies according to policies of jurisdiction.		

**RECOMMENDED AREAS FOR FURTHER TRAINING**

**CANDIDATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**EVALUATOR:** \_\_\_\_\_

**FIRE INSPECTOR II**

**DATE:** \_\_\_\_\_

**SKILL TEST 5: FIELD INSPECTION**

**STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION**

**PERSONNEL CLASSIFICATION:** Fire Inspector II.

**OBJECTIVE:** NFPA Standard 1031 (2003 edition), Chapter 5

**5.3.5:** Analyze the egress elements of a building or portion of a building, given observations made during a field inspection, so that means of egress elements are provided and located in accordance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

**TASK:** Use field observations to analyze egress elements of a building or portion thereof so that means of egress is provided and located in accordance with applicable codes and standards. Identify, document, and report deficiencies according to policy.

**TOOLS/EQUIPMENT:** Field observations of egress elements of a building or portion thereof. Applicable codes and standards. Policies of the jurisdiction. Computer/word processor with printer or typewriter and official letterhead, if applicable. Pen/pencil and paper.

**ATTAINMENT STANDARD:** Candidate will accomplish all components of the objective within the time frame provided by the Instructor.

<b>DID THE CANDIDATE:</b>	<b>PASS</b>	<b>FAIL</b>
1. Analyze egress elements of a building or portion thereof.		
2. Use field observations to verify that means of egress elements are provided in accordance with applicable codes and standards.		
3. Use field observations to verify that egress elements are located in accordance with applicable codes and standards.		
4. Identify deficiencies according to policies of jurisdiction.		
5. Document deficiencies according to policies of jurisdiction.		
6. Report deficiencies according to policies of jurisdiction.		

**RECOMMENDED AREAS FOR FURTHER TRAINING**


**CANDIDATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**EVALUATOR:** \_\_\_\_\_

**FIRE INSPECTOR II**

**DATE:** \_\_\_\_\_

**SKILL TEST 6: FIELD INSPECTION**

**STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION**

**PERSONNEL CLASSIFICATION:** Fire Inspector II.

**OBJECTIVE:** NFPA Standard 1031 (2003 edition), Chapter 5

**5.3.6\*:** Evaluate hazardous conditions involving equipment, processes, and operations, given field observations and documentation, so that the equipment, processes, or operations are installed in accordance with applicable codes and standards and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

**TASK:** Use field observations and appropriate documentation to evaluate hazardous conditions involving equipment, processes, and operations so that these are installed in accordance with applicable codes and standards. Identify, document, and report deficiencies in accordance with the policies of the jurisdiction.

**TOOLS/EQUIPMENT:** Field observations and appropriate documentation of installed equipment, processes, and operations. Applicable codes and standards. Policies of the jurisdiction. Computer/word processor with printer or typewriter and official letterhead, if applicable. Pen/pencil and paper.

**ATTAINMENT STANDARD:** Candidate will accomplish all components of the objective within the time frame provided by the Instructor.

<b>DID THE CANDIDATE:</b>	<b>PASS</b>	<b>FAIL</b>
1. Evaluate hazardous conditions involving equipment, processes, and operations.	<input type="checkbox"/>	<input type="checkbox"/>
2. Use field observations to verify installation according to applicable codes and standards.	<input type="checkbox"/>	<input type="checkbox"/>
3. Use appropriate documentation to verify installation according to applicable codes and standards.	<input type="checkbox"/>	<input type="checkbox"/>
4. Identify deficiencies according to policies of jurisdiction.	<input type="checkbox"/>	<input type="checkbox"/>
5. Document deficiencies according to policies of jurisdiction.	<input type="checkbox"/>	<input type="checkbox"/>
6. Report deficiencies according to policies of jurisdiction.	<input type="checkbox"/>	<input type="checkbox"/>

**RECOMMENDED AREAS FOR FURTHER TRAINING**


**CANDIDATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**EVALUATOR:** \_\_\_\_\_



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**FIRE INSPECTOR II**

**DATE:** \_\_\_\_\_

**SKILL TEST 7: FIELD INSPECTION**

**STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION**

**PERSONNEL CLASSIFICATION:** Fire Inspector II.

**OBJECTIVE:** NFPA Standard 1031 (2003 edition), Chapter 5

**5.3.7:** Evaluate emergency planning and preparedness procedures, given copies of existing or proposed plans and procedures, to determine their applicability to the facility and their compliance with codes and standards.

**TASK:** Use existing or proposed emergency planning and preparedness procedure plans to determine their applicability to the facility and compliance with codes and standards.

**TOOLS/EQUIPMENT:** Copies of existing or proposed emergency plans and procedures for a facility. Applicable codes and standards. Computer/word processor with printer or typewriter and official letterhead, if applicable. Pen/pencil and paper.

**ATTAINMENT STANDARD:** Candidate will accomplish all components of the objective within the time frame provided by the Instructor.

<b>DID THE CANDIDATE:</b>	<b>PASS</b>	<b>FAIL</b>
1. Evaluate emergency planning and preparedness procedures.		
2. Determine whether existing or proposed plans and procedures are applicable to the facility and comply with applicable codes and standards.		

<b>RECOMMENDED AREAS FOR FURTHER TRAINING</b>

**CANDIDATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**EVALUATOR:** \_\_\_\_\_

**FIRE INSPECTOR II**

**DATE:** \_\_\_\_\_

**SKILL TEST 8: FIELD INSPECTION**

**STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION**

**PERSONNEL CLASSIFICATION:** Fire Inspector II.

**OBJECTIVE:** NFPA Standard 1031 (2003 edition), Chapter 5

**5.3.8:** Verify code compliance for storage, handling, and use of flammable and combustible liquids and gases, given field observations and inspection guidelines from the authority having jurisdiction, so that applicable codes and standards are addressed and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

**TASK:** Use field observations and inspection guidelines to verify that storage, handling, and use of flammable and combustible liquids and gases comply with applicable codes. Identify, document, and report deficiencies according to the policies of the jurisdiction.

**TOOLS/EQUIPMENT:** Field observations of storage, handling, and use of flammable and combustible liquids. Inspection guidelines from authority having jurisdiction. Applicable codes and standards. Policies of the jurisdiction. Computer/word processor with printer or typewriter and official letterhead, if applicable. Pen/pencil and paper.

**ATTAINMENT STANDARD:** Candidate will accomplish all components of the objective within the time frame provided by the Instructor.

<b>DID THE CANDIDATE:</b>	<b>PASS</b>	<b>FAIL</b>
1. Verify code compliance for storage, handling, and use of flammable and combustible liquids.		
2. Verify code compliance for storage, handling, and use of flammable and combustible gases.		
3. Use field observations to determine code compliance.		
4. Use codes, standards, and inspection guidelines from the authority having jurisdiction to determine compliance.		
5. Identify deficiencies according to jurisdiction policies.		
6. Document and report deficiencies according to policies.		

**RECOMMENDED AREAS FOR FURTHER TRAINING**


**CANDIDATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**EVALUATOR:** \_\_\_\_\_

**FIRE INSPECTOR II**

**DATE:** \_\_\_\_\_

**SKILL TEST 9: FIELD INSPECTION**

**STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION**

**PERSONNEL CLASSIFICATION:** Fire Inspector II.

**OBJECTIVE:** NFPA Standard 1031 (2003 edition), Chapter 5

5.3.9: Evaluate code compliance for the storage, handling, and use of hazardous materials, given field observations, so that applicable codes and standards for each hazardous material encountered are properly addressed and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

**TASK:** Use field observations to evaluate whether the storage, handling, and use of hazardous materials comply with applicable codes and standards. Identify, document, and report deficiencies according to the policies of the jurisdiction.

**TOOLS/EQUIPMENT:** Field observations of storage, handling, and use of hazardous materials. Applicable codes and standards. Policies of the jurisdiction. Computer/word processor with printer or typewriter and official letterhead, if applicable. Pen/pencil and paper.

**ATTAINMENT STANDARD:** Candidate will accomplish all components of the objective within the time frame provided by the Instructor.

<b>DID THE CANDIDATE:</b>	<b>PASS</b>	<b>FAIL</b>
1. Verify code compliance for storage, handling, and use of hazardous materials.	<input type="checkbox"/>	<input type="checkbox"/>
2. Use field observations to determine code compliance.	<input type="checkbox"/>	<input type="checkbox"/>
3. Use codes, standards, and policies to determine compliance.	<input type="checkbox"/>	<input type="checkbox"/>
4. Identify deficiencies according to codes, standards, policies.	<input type="checkbox"/>	<input type="checkbox"/>
5. Document and report deficiencies according to policies.	<input type="checkbox"/>	<input type="checkbox"/>

**RECOMMENDED AREAS FOR FURTHER TRAINING**


**CANDIDATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**EVALUATOR:** \_\_\_\_\_

**FIRE INSPECTOR II**

**DATE:** \_\_\_\_\_

**SKILL TEST 10: FIELD INSPECTION**

**STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION**

**PERSONNEL CLASSIFICATION:** Fire Inspector II.

**OBJECTIVE:** NFPA Standard 1031 (2003 edition), Chapter 5

**5.3.10\*:** Determine fire growth potential in a building or space, given field observations or plans, so that the contents, interior finish, and construction elements can be evaluated for compliance with applicable codes and standards and all deficiencies are identified, documented, and corrected in accordance with the policies of the jurisdiction.

**TASK:** Use field observations or plans to determine fire growth potential in a building or space so that contents, interior finish, and construction elements are evaluated for compliance with applicable codes and standards. Identify, document, and correct deficiencies according to the policies of the jurisdiction.

**TOOLS/EQUIPMENT:** Field observations or plans of a building or space. Applicable codes and standards. Policies of the jurisdiction. Computer/word processor with printer or typewriter and official letterhead, if applicable. Pen/pencil and paper.

**ATTAINMENT STANDARD:** Candidate will accomplish all components of the objective within the time frame provided by the Instructor.

<b>DID THE CANDIDATE:</b>	<b>PASS</b>	<b>FAIL</b>
1. Determine fire growth potential in a building or space.		
2. Use field observations or plans to establish potential for hazardous fire growth.		
3. Evaluate contents, interior finish, and construction elements for compliance with applicable codes and standards.		
4. Identify deficiencies contributing to this potential situation.		
5. Document deficiencies contributing to this potential situation.		
6. Correct deficiencies according to policies of the jurisdiction.		

**RECOMMENDED AREAS FOR FURTHER TRAINING**


**CANDIDATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**EVALUATOR:** \_\_\_\_\_

**FIRE INSPECTOR II**

**DATE:** \_\_\_\_\_

**SKILL TEST 11: FIELD INSPECTION**

**STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION**

**PERSONNEL CLASSIFICATION:** Fire Inspector II.

**OBJECTIVE:** NFPA Standard 1031 (2003 edition), Chapter 5

**5.3.11\*:** Inspect emergency access for a site, given field observations, so that the required access for emergency responders is provided, approvals are issued, or deficiencies are identified, documented, and corrected in accordance with the applicable codes, standards, and policies of the jurisdiction.

**TASK:** Use field observations to confirm that required access for emergency responders is provided. Approve emergency access or identify, document, and correct deficiencies according to applicable codes, standards, and policies of the jurisdiction.

**TOOLS/EQUIPMENT:** Site field observations. Applicable codes, standards, and policies of the jurisdiction. Computer/word processor with printer or typewriter and official letterhead, if applicable. Pen/pencil and paper.

**ATTAINMENT STANDARD:** Candidate will accomplish all components of the objective within the time frame provided by the Instructor.

<b>DID THE CANDIDATE:</b>	<b>PASS</b>		<b>FAIL</b>	
1. Inspect emergency access for a site.				
2. Use field observations to determine if access is provided.				
3. Verify that emergency access approval has been issued.				
4. Identify deficiencies according to codes, standards, policies.				
5. Document deficiencies according to codes, standards, policies.				
6. Correct deficiencies according to codes, standards, policies.				

**RECOMMENDED AREAS FOR FURTHER TRAINING**

**CANDIDATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**EVALUATOR:** \_\_\_\_\_

**FIRE INSPECTOR II**

**DATE:** \_\_\_\_\_

**SKILL TEST 12: FIELD INSPECTION**

**STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION**

**PERSONNEL CLASSIFICATION:** Fire Inspector II.

**OBJECTIVE:** NFPA Standard 1031 (2003 edition), Chapter 5

**5.3.12:** Verify compliance with construction documents, given a performance-based design, so that life safety systems and building services equipment are installed, inspected, and tested to perform as described in the engineering documents and the operations and maintenance manual that accompanies the design, so that all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

**TASK:** Use construction documents, to confirm compliance with applicable codes, standards, and policies of the jurisdiction. Identify, document, and correct deficiencies according to applicable codes, standards, and policies of the jurisdiction.

**TOOLS/EQUIPMENT:** Construction documents/observations. Applicable codes, standards, and policies of the jurisdiction. Computer/word processor with printer or typewriter and official letterhead, if applicable. Pen/pencil and paper.

**ATTAINMENT STANDARD:** Candidate will accomplish all components of the objective within the time frame provided by the Instructor.

<b>DID THE CANDIDATE:</b>	<b>PASS</b>		<b>FAIL</b>	
1. Inspect construction documents for compliance.				
2. Identify deficiencies according to codes, standards, policies.				
3. Document deficiencies according to codes, standards, policies.				
4. Correct deficiencies according to codes, standards, policies.				

**RECOMMENDED AREAS FOR FURTHER TRAINING**


**CANDIDATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**EVALUATOR:** \_\_\_\_\_

**FIRE INSPECTOR II**

**DATE:** \_\_\_\_\_

**SKILL TEST 1: PLANS REVIEW**

**STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION**

**PERSONNEL CLASSIFICATION:** Fire Inspector II.

**OBJECTIVE:** NFPA Standard 1031 (2003 edition), Chapter 5

**5.4.1\*:** Classify the occupancy type, given a set of plans, specifications, and a description of a building, so that the classification is made according to applicable codes and standards.

**TASK:** Use plans, specifications, and building description to classify occupancy type according to applicable codes and standards.

**TOOLS/EQUIPMENT:** Plans, specifications, and description of a building. Applicable codes and standards. Computer/word processor with printer or typewriter and official letterhead, if applicable. Pen/pencil and paper.

**ATTAINMENT STANDARD:** Candidate will accomplish all components of the objective within the time frame provided by the Instructor.

<b>DID THE CANDIDATE:</b>	<b>PASS</b>		<b>FAIL</b>	
1. Identify the occupancy classification of given occupancy.				
2. Consider use of occupancy in occupancy classification.				
3. Utilize applicable codes and standards in classification.				
4. Use plans, specifications, and building description to classify.				

**RECOMMENDED AREAS FOR FURTHER TRAINING**


**CANDIDATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**EVALUATOR:** \_\_\_\_\_



Indiana Board of Firefighting Personnel Standards and Education  
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**FIRE INSPECTOR II**

**DATE:** \_\_\_\_\_

**SKILL TEST 2: PLANS REVIEW**

**STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION**

**PERSONNEL CLASSIFICATION:** Fire Inspector II.

**OBJECTIVE:** NFPA Standard 1031 (2003 edition), Chapter 5

5.4.2: Compute the maximum allowable occupant load, given a floor plan of a building or portion of the building, so that the calculated occupant load is in accordance with applicable codes and standards.

**TASK:** Use a floor plan of a building or portion of a building to calculate occupant load according to applicable codes and standards.

**TOOLS/EQUIPMENT:** Floor plan of a building or portion thereof. Applicable codes and standards. Calculator or computer with printer, if applicable. Pen/pencil and paper.

**ATTAINMENT STANDARD:** Candidate will accomplish all components of the objective within the time frame provided by the Instructor.

<b>DID THE CANDIDATE:</b>	<b>PASS</b>	<b>FAIL</b>
1. Calculate occupant load of a building or portion thereof.		
2. Use floor plan to compute occupant load.		
3. Calculate occupant load according to codes and standards.		

**RECOMMENDED AREAS FOR FURTHER TRAINING**

**CANDIDATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**EVALUATOR:** \_\_\_\_\_

**FIRE INSPECTOR II**

**DATE:** \_\_\_\_\_

**SKILL TEST 3: PLANS REVIEW**

**STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION**

**PERSONNEL CLASSIFICATION:** Fire Inspector II.

**OBJECTIVE:** NFPA Standard 1031 (2003 edition), Chapter 5

**5.4.3:** Review the proposed installation of fire protection systems, given shop drawings and system specifications for a process or operation, so that the system is reviewed for code compliance and installed in accordance with the approved drawings, and all deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction.

**TASK:** Use shop drawings and system specifications to field verify the installation of a fire protection system according to applicable codes and approved drawings. Identify, document, and report deficiencies according to the policies of the jurisdiction.

**TOOLS/EQUIPMENT:** Shop drawing and system specifications for a process or operation. Applicable codes and standards. Policies of the jurisdiction. Computer/word processor with printer or typewriter and official letterhead, if applicable. Pen/pencil and paper.

**ATTAINMENT STANDARD:** Candidate will accomplish all components of the objective within the time frame provided by the Instructor.

<b>DID THE CANDIDATE:</b>	<b>PASS</b>	<b>FAIL</b>
1. Field verify the installation of a fire protection system.		
2. Use shop drawings and system specifications for a process or operation.		
3. Evaluate code compliance and installation in accordance with approved drawings.		
4. Identify deficiencies according to policies of the jurisdiction.		
5. Document deficiencies according to policies of jurisdiction.		
6. Report deficiencies according to policies of the jurisdiction.		

**RECOMMENDED AREAS FOR FURTHER TRAINING**

**CANDIDATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**EVALUATOR:** \_\_\_\_\_

**FIRE INSPECTOR II**

**DATE:** \_\_\_\_\_

**SKILL TEST 4: PLANS REVIEW**

**STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION**

**PERSONNEL CLASSIFICATION:** Fire Inspector II.

**OBJECTIVE:** NFPA Standard 1031 (2003 edition), Chapter 5

5.4.4: Verify that means of egress elements are provided, given a floor plan of a building or portion of a building, so that all elements are identified and checked against applicable codes and standards and any deficiencies are discovered and communicated in accordance with the policies of the jurisdiction.

**TASK:** Use a floor plan of a building or portion thereof to verify that egress elements are provided according to applicable codes and standards. Discover and communicate deficiencies according to the policies of the jurisdiction.

**TOOLS/EQUIPMENT:** Floor plan of a building or portion thereof. Applicable codes and standards. Policies of the jurisdiction. Computer/word processor with printer or typewriter and official letterhead, if applicable. Pen/pencil and paper.

**ATTAINMENT STANDARD:** Candidate will accomplish all components of the objective within the time frame provided by the Instructor.

<b>DID THE CANDIDATE:</b>	<b>PASS</b>	<b>FAIL</b>
1. Verify that egress elements are provided.		
2. Use floor plan of building or portion thereof for verification.		
3. Identify egress elements and check against applicable codes and standards.		
4. Discover deficiencies according to policies of the jurisdiction.		
5. Communicate deficiencies according to policies.		

**RECOMMENDED AREAS FOR FURTHER TRAINING**


**CANDIDATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**EVALUATOR:** \_\_\_\_\_

Indiana Board of Firefighting Personnel Standards and Education  
NFPA 1031 2003 EDITION

**FIRE INSPECTOR II**

**DATE:** \_\_\_\_\_

**SKILL TEST 5: PLANS REVIEW**

**STATE OF INDIANA JOB PERFORMANCE REQUIREMENT (JPR) EVALUATION**

**PERSONNEL CLASSIFICATION:** Fire Inspector II.

**OBJECTIVE:** NFPA Standard 1031 (2003 edition), Chapter 5

**5.4.5:** Verify the construction type of a building or portion thereof, given a set of approved plans and specifications, so that the construction type complies with the approved plans and applicable codes and standards.

**TASK:** Use approved plans and specifications of a building to field verify that the construction type complies with approved plans and applicable codes and standards.

**TOOLS/EQUIPMENT:** Approved plans and specifications for a building or portion thereof. Applicable codes and standards. Computer/word processor with printer or typewriter and official letterhead, if applicable. Pen/pencil and paper.

**ATTAINMENT STANDARD:** Candidate will accomplish all components of the objective within the time frame provided by the Instructor.

<b>DID THE CANDIDATE:</b>	<b>PASS</b>		<b>FAIL</b>	
1. Field verify construction type of a building or portion thereof.				
2. Use approved plans to verify construction type.				
3. Use approved specifications to verify construction type.				
4. Ensure compliance with applicable codes and standards.				
5. Verify that construction type complies with approved plans.				

**RECOMMENDED AREAS FOR FURTHER TRAINING**


**CANDIDATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**EVALUATOR:** \_\_\_\_\_